

**February 20, 2024**  
**MINUTES OF THE WARWICK TOWNSHIP MUNICIPAL AUTHORITY BOARD**

**Present Were:** Board Members: Joyce Gerhart, Brent Kreider, Mike LaSala, Matt Clair and Randy Hess, Authority Manager Brian Harris, Assistant Township Manager Pat Barrett, Authority Superintendent Jon Bunch, Consulting Engineer Steven Riley.

Call to Order

The meeting was called to order by Chairperson Gerhart at 7:00 P.M.

Election of Officers

A motion was made by Member LaSala, seconded by Member Hess, and unanimously approved to appoint the following Board of Officers for 2024.

- A. Chairperson -- Joyce Gerhart
- B. Vice Chairperson -- Mike LaSala
- C. Secretary -- Matt Clair
- D. Treasurer -- Brent Kreider
- E. Assistant Secretary -- Brian Harris
- F. Assistant Treasurer --Patrick Barrett
- G. Right to Know Officer -- Brian Harris

Board Members and Appointed Staff Authorized to Sign Disbursement/Payroll Checks

The Board unanimously approved the following Board members and Staff to sign checks on a motion by Member LaSala, seconded by Member Kreider.

- A. Chairperson – Joyce Gerhart
- B. Secretary – Matt Clair
- C. Assistant Secretary – Brian Harris
- D. Treasurer – Brent Kreider
- E. Assistant Treasurer – Patrick Barrett
- F. Superintendent – Jon Bunch

Liaison Assignments

The Board unanimously approved the following liaison appointments on a motion by Member LaSala and seconded by Member Hess.

- A. Finance (2024 Liaisons-Brent Kreider and Mike LaSala)
- B. Operations and Engineering (2024 Liaisons-Randy Hess and Joyce Gerhart)
- C. Administration and Human Resources (2024 Liaison-Mike LaSala and Matt Clair)

Appointments for 2024

- A. Member LaSala made a motion to appoint Entech Engineering, Inc. as Consulting Engineer, seconded by Member Kreider.
- B. Member LaSala made a motion to appoint Fulton Bank and Pennsylvania Local Government Investment Trust as 2024 Depositories seconded by Member Kreider.
- C. Member LaSala made a motion to appoint Morgan, Hallgren, Crosswell & Kane, P.C. as Solicitor seconded by Member Kreider.

All Appointments were approved unanimously.

Member LaSala made a motion that the Board of this Authority ratify and confirm all actions taken by Authority staff due to the cancellation of the January 16, 2024, meeting which would have been routinely taken and approved at a Board meeting with the exception that Matt Clair abstain from any action taken regarding the reduction of the financial security for Rock Litz, 400 Rock Litz Blvd. and the reduction of financial security for Rock Litz, Studio #2. Seconded by Member Hess, motion passed with Member Clair abstaining.

#### Approval of Minutes

The **MINUTES** of the December 19, 2023, meeting were unanimously approved on a motion by Member Hess and seconded by Member LaSala.

#### Treasurer's Report

The **TREASURER'S REPORT for December 2023 and January 2024** was unanimously approved on a motion by Member LaSala and seconded by Member Kreider.

#### Operating Funds

\$40,879.74 was authorized for transfer from the **WATER OPERATING FUND** to General Disbursements. \$65,492.17 was authorized for transfer from the **SEWER OPERATING FUND** to General Disbursements. \$15,185.46 was authorized for transfer from the **DEVELOPER'S ESCROW ACCOUNT** to General Disbursements. All transfers were unanimously approved on a motion by Member LaSala and seconded by Member Clair.

#### Payment of Capital Expenses

Payment of **Water Capital Expenses** in the amount of \$8,253.44 from the **PLGIT WATER FUND** were unanimously approved on a motion by Member LaSala seconded by Member Hess.

Payment of **Sewer Capital Expenses** in the amount of \$103,856.75 from the **PLGIT SEWER FUND** were unanimously approved on a motion by Member LaSala contingent on the approval of Payment Application No.2 and Change order #1 from DeTraglia Excavating & Landscaping, Inc. seconded by Member Hess.

- A. Member LaSala made a motion to approve Change Order No.1 in the amount of \$3,675.00 from DeTraglia Excavating & Landscaping, Inc. for the Pump Station 7 Sewer Repair Project. Seconded by Member Clair. Passed unanimously.

Member LaSala made a motion to approve payment Application No.2 in the amount of \$63,513.75 to DeTraglia Excavating & Landscaping, Inc. for the Pump Station 7 Sewer Repair Project. Seconded by Member Clair. Passed unanimously.

#### Administrative

Mr. Harris reported that:

- New water and sewer rates will be in effect for the April 2024 billing.
- P. Barrett is working with Entech for the Meter Replacement Program. Bidding to go out at the end of March with completion by end of September.

### Operations/Maintenance Report

Mr. Bunch reported that:

- WTMA staff noticed high water usage in the Rothsville system from the end of December into January. They performed leak testing in the area in which they found two small leaks which have since been repaired. Weaver Energy's leak went undetected as they have a plastic line which makes it difficult to hear leaks. Weaver Energy has fixed the leak.

### Solicitor's Report

No report given.

### Engineer's Report

Mr. Riley reported that:

- Pump Station No. 13 continued to work on closing out the open Borough electrical Permit.
- Entech held initial discussions with WTMA staff regarding the Meter Replacement Program and resumed the final designs and bidding of the work.
- Entech reviewed the Newport Road Tank project schedule, and the project is ready to go out for bid March 4, 2024.
- Entech completed both the Water and Sewer Comprehensive Study.

### New Business.

- A. Discussed the T-Mobile Lease Renewal giving P. Barrett the okay to proceed keeping original agreement except for the escalator which could be negotiated with T-Mobile with the Authority accepting no less than a 10.5% escalator.
- B. Discussion of the Draft Sewer Line Disconnection/Abandonment Policy and on the responsibility of the payment for sewer charges will be used as a guideline in the future.
- C. Member LaSala made a motion seconded by Member Clair to approve Entech's Proposal Letter for services during construction and construction observation for the Santo Domingo Creek Sewer Main Replacement Project. Passed unanimously.
- D. Member LaSala made a motion seconded by Member Hess to reduce the sewer charges for Weaver Energy at 201 Briar Hill Rd. since they had a water leak, and that water did not go into our sewer system. Passed unanimously.

### Subdivision/Land Development

- A. Member LaSala made a motion that the Authority approve the Bill of Sale as presented regarding the approximate fifty-two feet of sewer line at Pod 5 Rock Lititz. Seconded by Member Kreider. Motion passed with Member Clair abstaining.
- B. Member LaSala made a motion seconded by Member Hess recommending approval of Woodcrest Lots (4 lots) final plan review letter dated February 9, 2024 issued by Entech subject to the conditions that the Applicant (and the landowner if different) shall comply with all recommendations of Entech and with all of WTMA's standard conditions for development projects, all applicable WTMA Rates, Rules and Regulations, all applicable provisions of WTMA's Developer's Manual, the requirements of Warwick Township, and any conditions imposed by the Board of Supervisors of Warwick Township with regard to this project. Passed Unanimously.
- C. Member Lalasa made a motion seconded by Member Kreider recommending for conditional final approval for Hotel Rock Lititz expansion preliminary plan conditioned upon the items listed in the review letter No. 1 from Entech, be addressed, reviewed, and approved by Warwick

Township Municipal Authority and incorporated into final issued for Construction Plans. The Applicant (and the landowner if different) shall comply with all recommendations of Entech and with all of WTMA's standard conditions for development projects, all applicable WTMA Rates, Rules and Regulations, all applicable provisions of WTMA's Developer's Manual, the requirements of Warwick Township, and any conditions imposed by the Board of Supervisors of Warwick Township with regard to this project. Passed with Member Clair abstaining.

- D. Member LaSala made a motion seconded by Member Kreider to sign the standard water and sewer extender agreements for the Owl Hill Properties LLC. Passed with Member Hess abstaining.

#### Payment of Bills

The **Payment of Bills** was unanimously approved on a motion by Member LaSala and seconded by Member Clair.

With there being no more business to discuss, the meeting was **ADJOURNED** at 7:59 P.M upon a motion by Member LaSala seconded by Member Clair. Passed unanimously.

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(Assistant) Secretary